

Notices have been posted to the Court's Internet website announcing the Court's upgrade of the CM/ECF software from Version 3.2.3 to Version 4.1.1 as follows:

*The District of Oregon will upgrade the CM/ECF software application to Version 4.1.1 during the weekend of June 19, 2010. The CM/ECF system will be unavailable for electronic filing and PACER queries beginning at 5:00 p.m. on Friday, June 18, 2010. Following system upgrades and verifications, CM/ECF is expected to be available for electronic filing and PACER queries by noon on Monday, June 21, 2010.*

Information regarding some new features and modifications that are available with this new version of the software is summarized below. For filing information, you may contact the docket clerk associated with your case. Their name and contact information are located on the Case Assignment Notice. To report any system problems or errors, please call Laura Brennan at (503) 326-8163 or Nicole Munoz at (503) 326-8014.

## **ENHANCEMENTS AND FEATURES**

**Menus** - Most of the immediate changes to users are cosmetic in nature, like the streamlining and organizing of some menu items. Using the Search feature on the main blue tool is the fastest and easiest way to locate events and menu items.

### **Ex Parte Functionality -**

One important new feature will be inclusion of ex parte functionality where the Notice of Electronic Filing and access to the electronically filed ex parte motion/document only, or both the docket entry and the document, may be limited to court staff and the filer only. Additional training information about this feature is available.

**Docket Report** - Will allow the user to run a combined docket report of criminal defendants in a multi-defendant case.

**Query** - The query screen has been modified to allow for more refined searching.

**Adding Documents and Attachments** - The process of adding a main document and attachments during docketing has been streamlined to one screen. An instructional message has been added reminding the filer to further describe each additional attachment by selecting a Category, or adding text in the Description field, or both.

**Document and Attachment Numbering** - The main document was modified to include the main

document number, and the attachments are numbered beginning with 1. Also, the file size and the total size of all documents for an entry are displayed on the document selection screen.

Larger Allowable File Size - Uploaded PDF files may now be up to 10 MB in size.

General Announcement E-mails - You may opt out not to receive general announcement e-mails from the court. However, the court may force the e-mail announcement in exigent circumstances.

New Docketing Interface - The new user interface permits the user to see all case participants during the process of selecting parties and attorneys. If a new participant is added during docketing, then icon controls will be available for the new participant only. Parties that are added to civil cases during docketing will have control icons to add aliases or corporate parents, etc., for that party.

Processing a Large Civil Case - When a civil case has a large number of participants, e.g., over 100, the participants are sorted in alphabetical order by last name and are grouped into chapters. Each chapter of 10 is displayed in the participant tree as a hyperlink. If the user clicks a chapter hyperlink, the participants in the chapter are listed in the tree.

User Account Screen - The e-mail information screen has been modified to provide more streamlined functionality and now includes a selection whether the user wishes to receive general announcements from the Court.

MARY L. MORAN  
Clerk of Court

[Click here for a .pdf version of this announcement](#)